

TEESIN MACHINERY PTE LTD



BUSINESS CONTINUITY PLANNING
CONTINGENCY PLAN FOR THE EVENT OF PANDEMIC OUTBREAK
AT OUR OFFICE AND FACTORY CONVERTED DORMITORY

CHAN CHING CHING
MANAGING DIRECTOR
2021

Important Note: This Business Continuity Planning is published on Teesin Machinery Pte Ltd's internal network and only the version viewed on the said network is the authorized controlled document. Any Business Continuity Planning in print is deemed uncontrolled.

1. Introduction

This plan is meant as a standard operating procedure for Teesin Machinery Pte Ltd located at No.11 Senoko Avenue Singapore 758301 in the event of a pandemic outbreak at our workplace and factory converted dormitory(FCD).

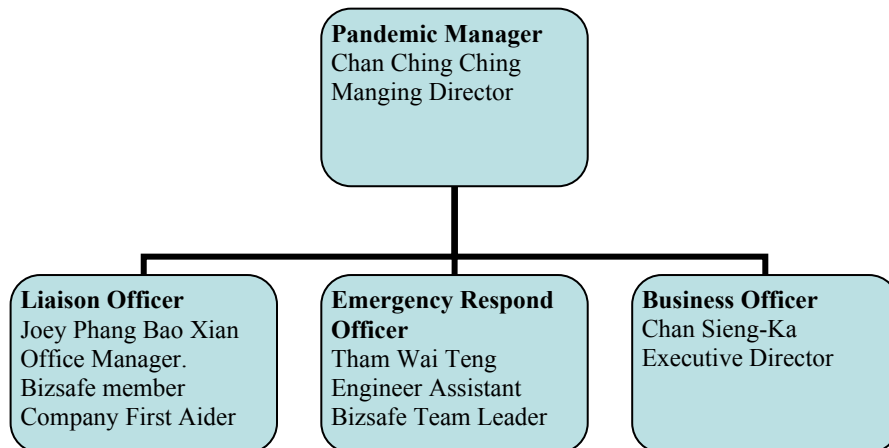
2. Business Continuity Planning (BCP)

Teesin Machinery Pte Ltd has established a BCP Committee comprising the management team with primary objectives to develop and implement measures to curb pandemic from spreading in our workplace. The Business Continuity Plan Committee shall ensure that these objectives are fulfilled through the following means:

- Cross-train workers to ensure that critical functions are maintained.
- Facilitate medical attention for our suspected infected staff immediately.
- Provision of accommodation in Singapore for infected workers for the entire duration of the pandemic.
- Arrange alternative working arrangement such as work from home, shift works where possible.
- Provide awareness to the employee on infection control and good personal hygiene.
- Implement medical surveillance such as daily body temperature screening.
- Distribution of face masks, gloves, disinfectants and thermometers to the employee in the event of a pandemic outbreak.
- Area cleaning and disinfection of workplaces such as dormitory, office, toilets, pantry areas and common areas etc.
- Increase stock from suppliers or alternate suppliers
- Implement visitors' temperature screening and restriction.
- Implement other means of business communications using telecommunication equipment.

3. Responsibility, Authority and Communication

3.1 Business Continuity Planning Committee hierarchy chart



3.2 Definition of Responsibility and Authority

3.2.1 Pandemic Manager

- Has overall authority for Business Continuity Planning.
- Responsible to keep control, contain and minimize pandemic at our workplace.
- Responsible to keep the Ministry of Manpower and Ministry of Health updated on the status of the infected workers according to the DORSCON level framework lay down by the Ministry of Health.
- Responsible to update employees on the status of DORSCON alert level and health advisory issued by MOH.
- Educate employees on the type of disease and the mode of transmission and prevention measures.
- Collect all updated contact information from the employee.
- Ensure that employees who have travelled to affected areas are quarantined or infected employee is isolated from the rest of the employees.

3.2.2 Liaison Officer

- Keep quarantined employees informed of events in the office.
- Keep the infected foreign workers' family updated on their well being.
- The arrangement of daily meals for quarantined foreign workers and their medical needs.
- Distribution of face masks, gloves, disinfectants and thermometers to the employee in the event of a pandemic outbreak.
- Recording of daily body temperature of employees.
- Responsible to implement shift work, flexi-hours or work from home according to DORSCON alert level.
- Responsible to prepare telecommunication access for employees working from home etc.

3.2.3 Emergency Response Officer

- Responsible to make arrangement for the infected workers to seek medical attention with clinic or hospitals.
- Responsible to make housing arrangement for workers that are not necessary to be hospitalized but they are needed to be quarantined in alternate accommodations.
- Responsible to set up body temperature screening checkpoint for our company's visitors.
- Responsible to keep the company's visitors at the designated meeting area.
- Responsible to carry out area cleaning and disinfection of dormitory, office, toilets, pantry, common areas and workplaces.

3.2.4 Business Response Officer

- Responsible to cross-train workers
- Responsible to keep stakeholders, customers and suppliers informed about the pandemic outbreak at our workplace.
- Responsible to find alternate suppliers if the pandemic outbreak is from our suppliers' companies.
- Responsible to find alternate methods in the business transaction if the pandemic outbreak is from our customers' companies.

4. Activation of the BCP

Teesin Machinery Pte Ltd adopts the DORSCON(Disease Outbreak Response Condition) framework laid down by the Ministry of Health.

4.1 DORSCON alert level: GREEN

Meaning: Mild disease or severe disease but do not spread easily. e.g. MERS(Middle East Respiratory Syndrome)

Actions

- Pandemic Manager is activated to update contact details of the infected employees.
- Liaison Officer will issue thermometers, disposable gloves, and surgical masks to the infected employees.
- The infected foreign worker will still stay at our dormitory after doctor's given written permission.
- Liaison Officer will be on standby to set up body temperature screening for foreign workers staying at our dormitory.
- Local staff will require to take medical leaves until they are recovered.
- Business Officer will monitor and identify customers, suppliers and stake holders who are likely affected by the pandemic.
- A briefing will be carried out by Pandemic Manager to inform staff about diseases and preventive measures to be taken up.

4.2 DORSCON alert level: YELLOW

Meaning: Mild disease that may be spreading within Singapore, that could cause severe illness or severe disease that is spreading overseas but not yet in Singapore. e.g. H1N1 Flu Virus(Swine Flu)

Actions

- Pandemic Manager will issue oversea travel restriction order to staff travelling to the affected countries according to the travel advisory order from the government agencies. The staff that is at the affected countries will be recalled back to Singapore.
- Recalled staff will be required to go through medical screening upon arrival in Singapore and they are required to stay at home for a period of at least 7 days or longer as directed by MOH. For recalled foreign workers, alternate accommodation will be arranged for them to be isolated from the rest of our employee for at least 7 days or longer as directed by MOH before they report back to our office and our dormitory.

- Liaison Officer will be tasked down to take daily body temperature of the recalled staff who just came back from the affected countries when they report back to our company. This measure will be enforced until DORSCON level is lifted.
- Business Team will monitor the developments in the affected areas.
- Pandemic Manager will issues thermometers, disposable gloves and surgical masks to all employees once any staff is infected with pandemic diseases at work place.
- Emergency Response Team will be tasked down to carried out area cleaning and disinfection of dormitory and common areas.
- Suspected infected foreign workers will be sent to a clinic or hospital immediately. In the event that the foreign worker need not be hospitalized, alternate accommodation will be provided to the worker to be isolated from the rest of the staff to minimize contact with existing staff.
- The infected local staff that that is not required to be hospitalized will be ordered to stay at home.
- A briefing will be carried out by Pandemic Manager to inform staff about the diseases and preventive measures to be taken up.

4.3 DORSCON alert level: ORANGE

Meaning: Severe and transmissible diseases that are in Singapore but its spread is contained. e.g. SARS(Severe Acute Respiratory Syndrome)

Actions:

- Pandemic Manager will update staff regularly on health advisories issued by the MOH and the DORSON status.
- Once any of our workers contracted the pandemic diseases under this DORSCON level, Liaison officer will arrange non-essential staff and pregnant mothers to work from home.
- Pandemic Manager will issues thermometers, disposable gloves and surgical masks to all employees once any staff is infected with pandemic diseases at workplace. Under this DORSCON level, all staff will be required to don face mask during working hours.
- All staff reporting to work in our company are required to take body temperature tests **every mornings** and **result will be recorded** down by our Liaison Officer.
- Emergency Response Officer will be tasked down to carried out area cleaning and disinfection of dormitory, office, workplace and common areas.
- Any staff who feel unwell will be advised to seek medical attention immediately.
- Suspected infected foreign workers will be sent to a clinic or hospital immediately. In the event that the foreign worker need not be hospitalized, alternate accommodation will be provided to the worker to be isolated from the rest of the staff to minimize contact with existing staff.
- The infected local staff that that is not required to be hospitalized will be ordered to stay at home.
- Business Officer will keep our customers, suppliers and stalk-holders informed about our status.
- Business Officer will liaison with our customers and suppliers to carry out our business meetings using teleconferencing instead of physical meeting during this period of time.

-Emergency Response Officer will set up body-temperature screening at our front office for our visitors. All **contact particulars** of our visitors **will be recorded down**. All visitors are restricted to a designated area for business transactions.

4.4 DORSCON alert level: RED

Meaning: A severe and transmissible disease that is spreading widely in Singapore.

Actions

-Pandemic Manager will update staff regularly on health advisories issued by the MOH the DORSON status.

-Once any of our workers contracted the pandemic diseases under this DORSCON level, Liaison officer will arrange non-essential staff and pregnant mothers to work from home.

-Pandemic Manager will issues thermometers, disposable gloves and surgical masks to all employees once any staff is infected with pandemic diseases at workplace. Under this DORSCON level, all staff are required to don face mask during working hours.

-All staff reporting to work are required to take body temperature tests **every morning and every afternoon** and **result will be recorded** down by our Liaison Officer.

-Emergency Response Officer will be tasked down to carried out area cleaning and disinfection of dormitory, office, workplace and common areas.

-Any staff who feel unwell will be advised to seek medical attention immediately.

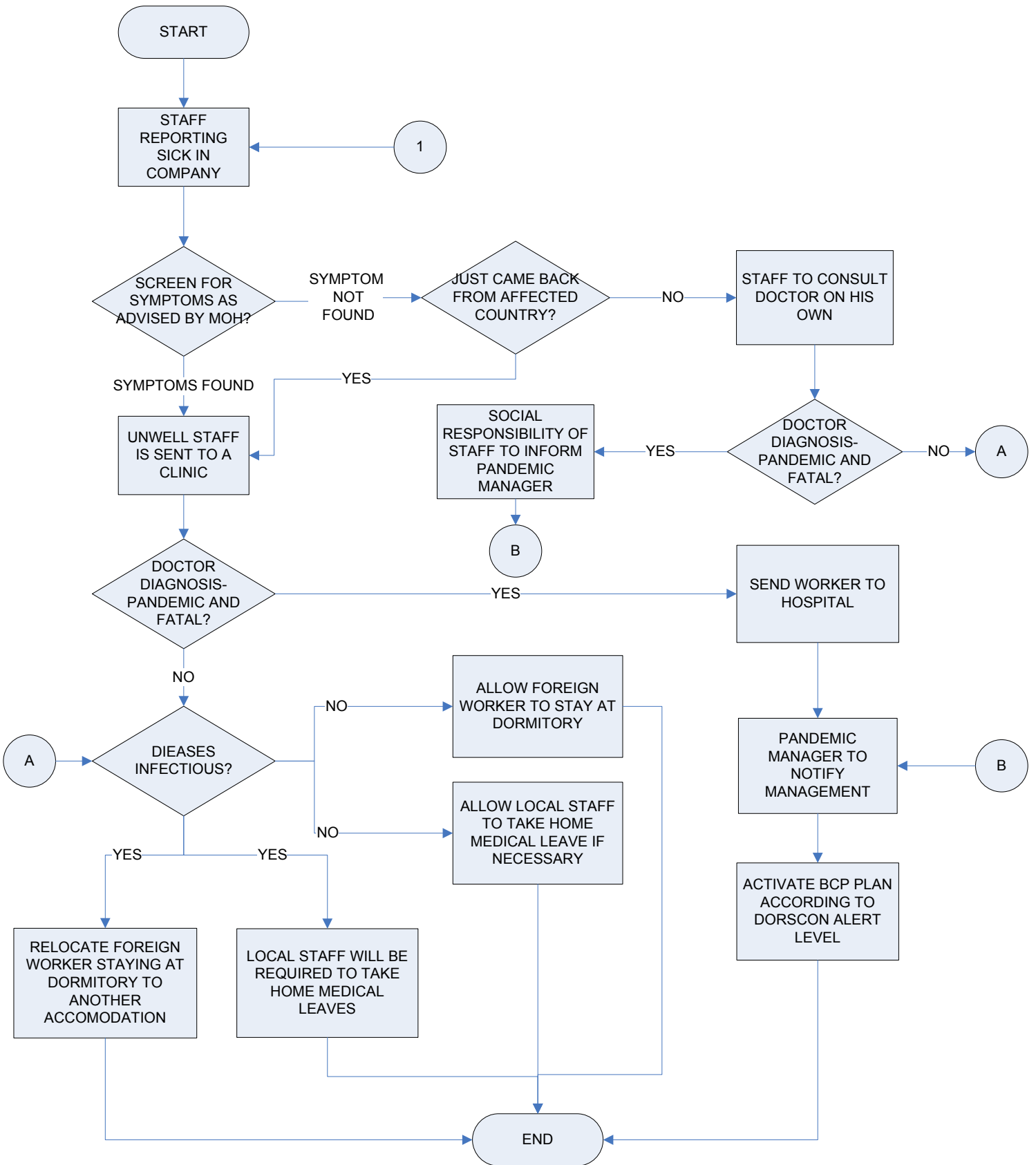
-All suspected infected workers will be sent to a clinic or hospital immediately. Since the diseases are spreading widely and it is severe, Pandemic Manager will file a report of the staff contracting this diseases after verification from the doctor with Ministry of Manpower and Ministry of Health. The infected workers will be isolated to another accommodation as directed by MOH.

-Business Officer will keep our customers, suppliers and stalk-holders informed about our status. Business Team will co-ordinate with our customers and suppliers to have business discussion over video conferencing instead of physical meeting at this point of time.

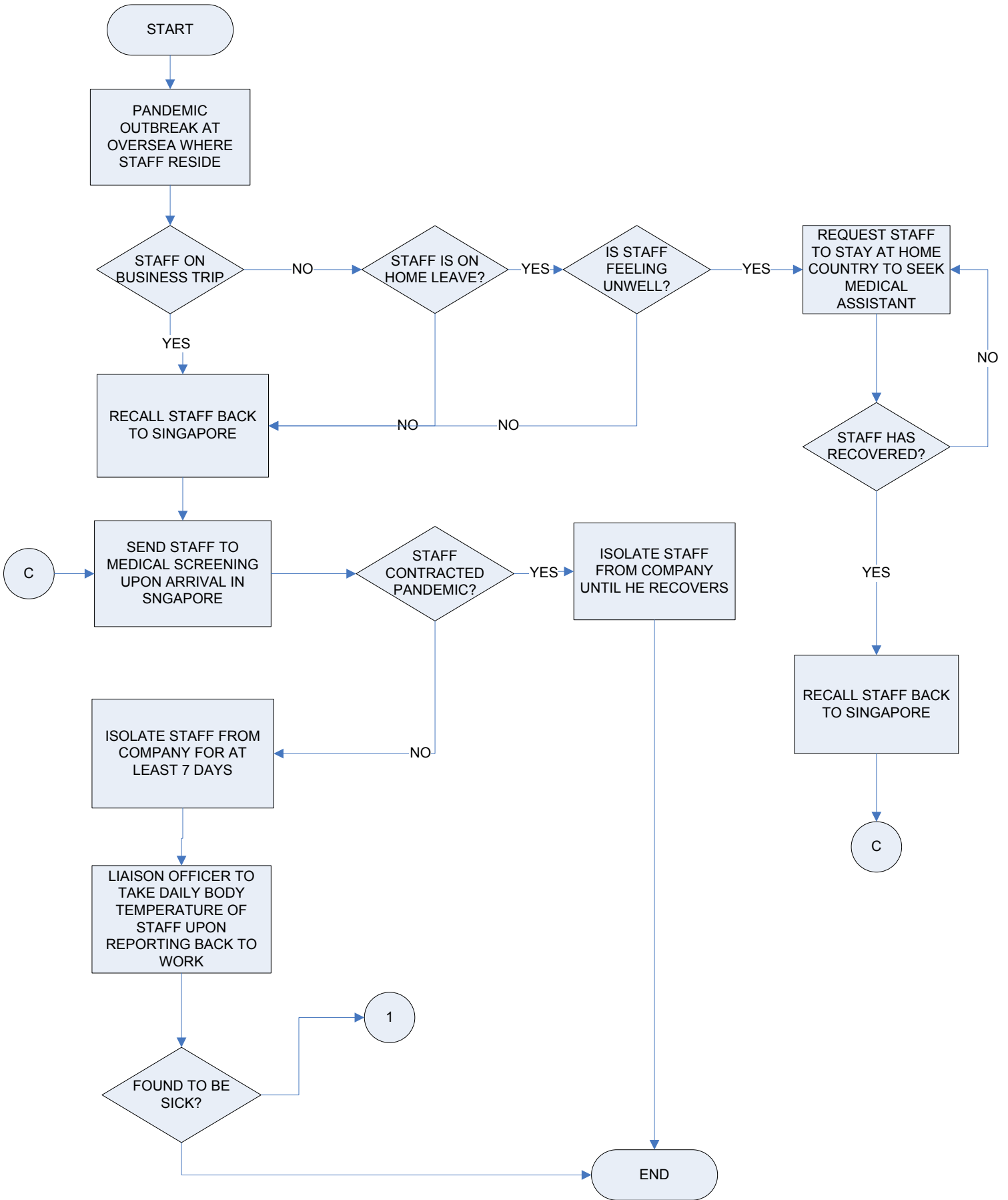
-Emergency Response team will set up body-temperature screening at our front office for our visitors. All **contact particulars** of visiting customers and suppliers **will be recorded down. All our visitors are required to don face masks**. All our visitors are restricted to a designated area for business transactions.

-In the event of death of our employees occur after contracting the pandemic at the first instant at our workplace or the pandemic are **still spreading beyond 30%** of our staff strength even measures have been put up to contain the diseases, our Company will shut down its' business operation temporary **to engage external party to clean and disinfect our factory, office, common areas and dormitory. All existing healthy foreign workers will be relocated to another commercially operated dormitory for temporary housing. All our visitors' contacts will be submitted to MOH to facilitate tracing.**

ANNEX 1 - PROCEDURE UPON STAFF WHO ARE UNWELL



ANNEX 2 - PROCEDURE UPON DETECTION OF PANDEMIC OUTBREAK IN OVERSEAS BUT NOT YET IN SINGAPORE



TEESIN MACHINERY PTE LTD WILL ADOPT FLOW CHARTS AND PROCEDURE AND TEMPLATE FORM AFTER THIS PAGE ARE EXTRACTED FROM THE PUBLICATIONS:-

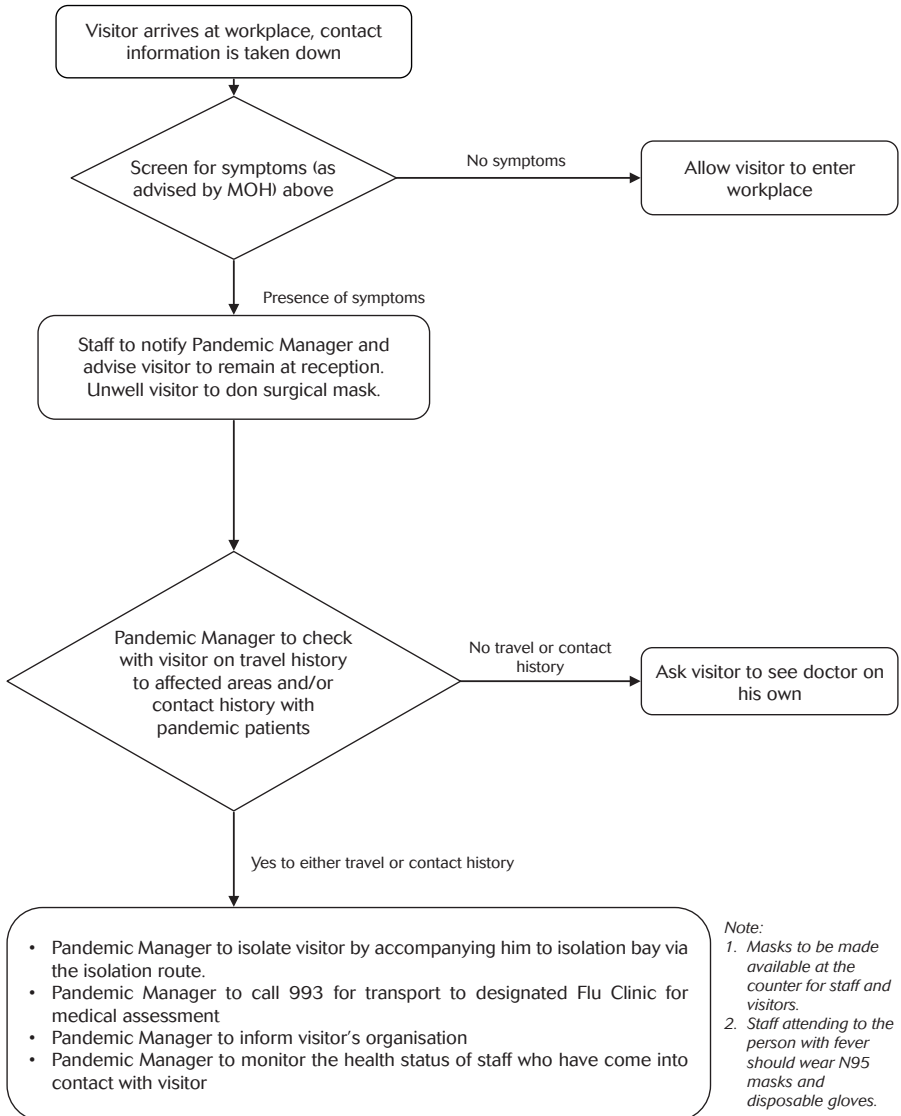
"BUSINESS CONTINUITY GUIDE: CONTINGENCY PLANNING FOR INFECTIOUS DISEASE PANDEMICS"

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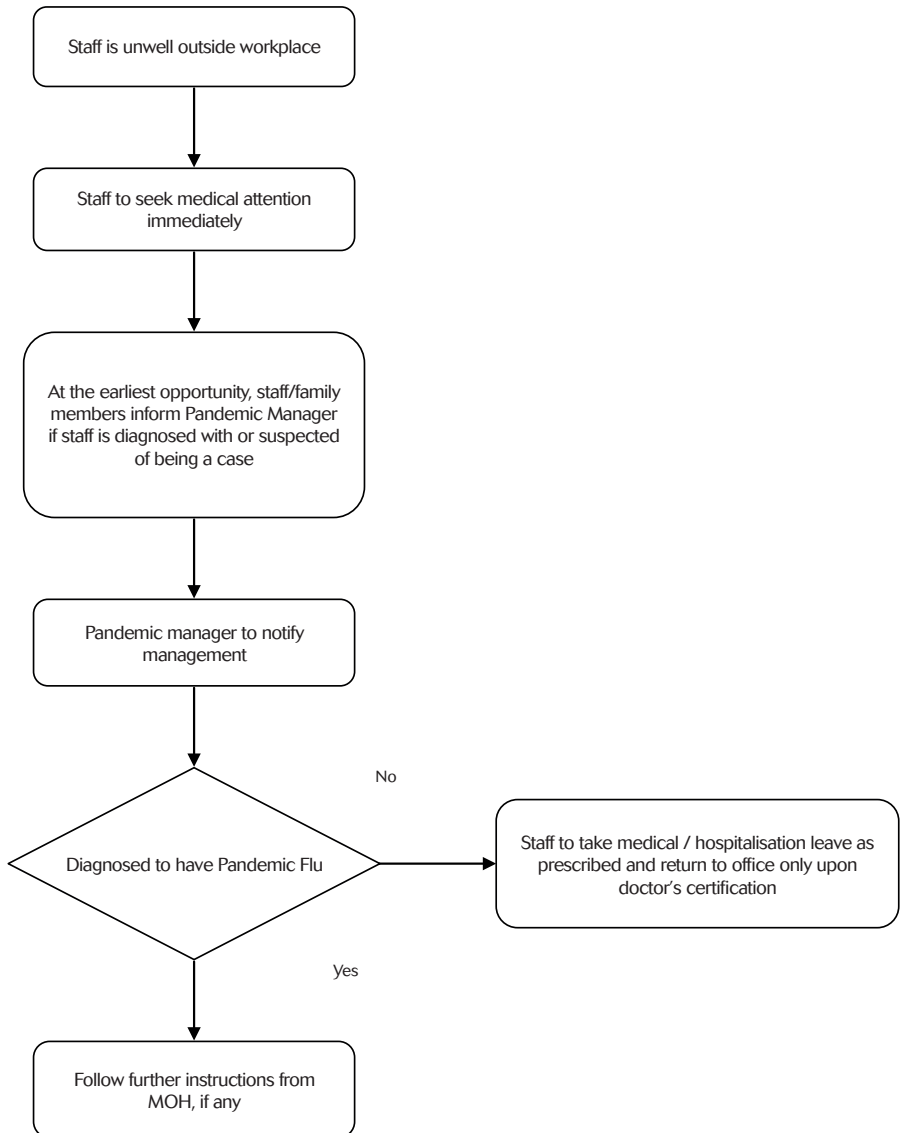
4th Edition, March 2014

Procedures Upon Detection of Visitors & Staff who are Unwell

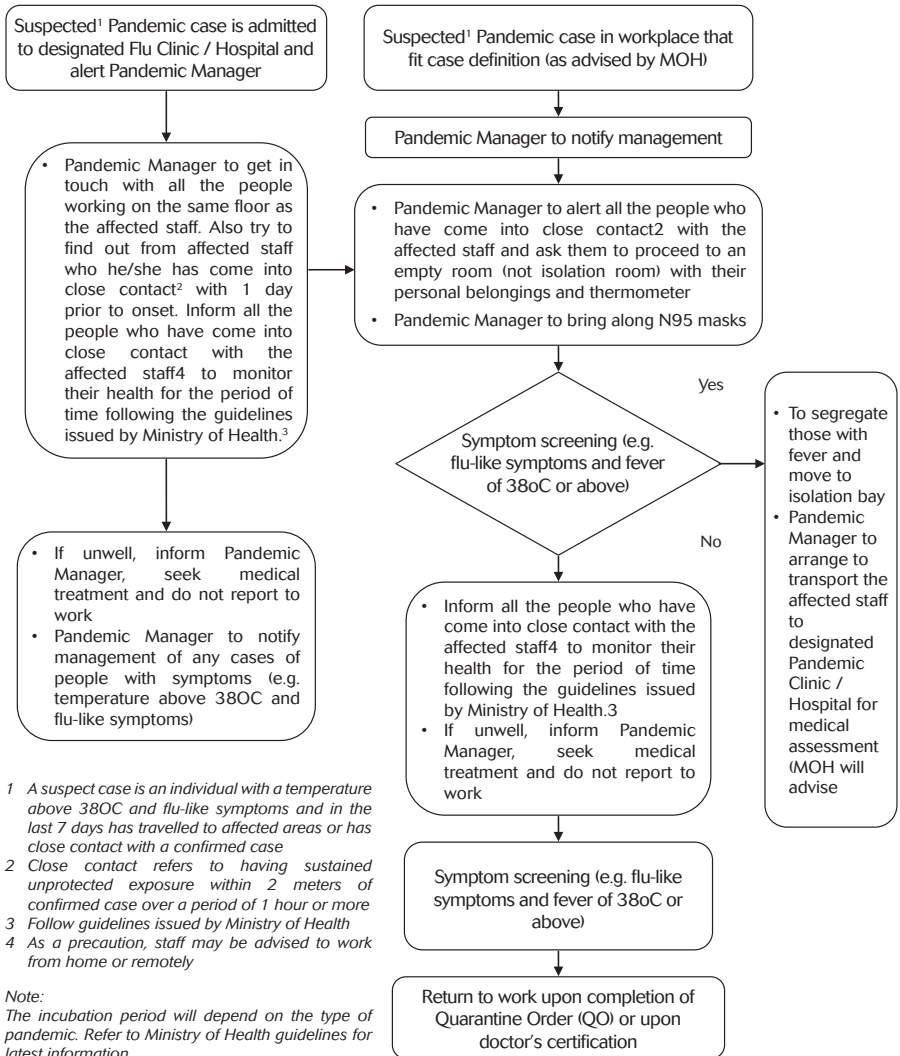
SOP #1: Example of a workflow for Visitor Screening at the Workplace



SOP #3: Example of a workflow for managing Staff Unwell Outside Workplace



SOP #4: Example of a workflow for contact tracing during a pandemic



1 A suspect case is an individual with a temperature above 38OC and flu-like symptoms and in the last 7 days has travelled to affected areas or has close contact with a confirmed case
 2 Close contact refers to having sustained unprotected exposure within 2 meters of confirmed case over a period of 1 hour or more
 3 Follow guidelines issued by Ministry of Health
 4 As a precaution, staff may be advised to work from home or remotely

Note:
 The incubation period will depend on the type of pandemic. Refer to Ministry of Health guidelines for latest information

Example of Health Screening Form for Visitors

Dear Sir / Madam

To prevent the spread of [specify disease] in our community and reduce the risk of exposure to our staff and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building. Thank you for your time.

Visitor's Name:	Personal Contact Nos (Hp/Home)
NRIC / Passport No.:	Nationality (For Foreign Visitor Only):
Meeting Venue / Level:	
Name / Department of Office:	Tel No.:
Temperature Reading / Record by Staff: _____	

DECLARATION	
1	<p>If you have the following symptom(s), please tick the relevant box(es)</p> <p><input type="checkbox"/> Fever <input type="checkbox"/> Dry Cough <input type="checkbox"/> Body Aches <input type="checkbox"/> Headaches</p> <p><input type="checkbox"/> Sore Throat <input type="checkbox"/> Runny Nose <input type="checkbox"/> Tiredness <input type="checkbox"/> Others _____</p>
2	<p>Have you been in contact with a confirmed {specify disease} patient in the past ___days?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
3	<p>Have you been to the following country(s) or are(s) in the past 7 days?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If your answer is yes, please indicate the affected country(s) / area(s)</p>

Signature: _____

Date: _____

Example of Notification Form

Suspected Pandemic Case at Work

Details of Affected Staff

Name:	Worksite:	Location of Isolation:
Job Title:	Nationality: (For Foreign Visitor Only)	NRIC / Passport No.:
Address:		
Telephone No.:		
_____	(W) _____	(H) _____ (M)
<i>Symptoms Noticed:</i>		
<input type="checkbox"/> Fever	<input type="checkbox"/> Back Aches	
<input type="checkbox"/> Sore Throat	<input type="checkbox"/> Tiredness	
<input type="checkbox"/> Dry Cough	<input type="checkbox"/> Headache	
<input type="checkbox"/> Runny Nose	<input type="checkbox"/> Others	Details: _____
Time of Fever On-set:	_____	
Time of Isolation:	_____	
Travel History Over the _____ Days*		
Countries Visited:	_____	
Flights Taken:	_____	
Where Referred.		
Contact List (See Separate Page)		

Details of Recording Staff

Name:
Job Title:
Telephone No.:
_____ (W) _____ (H) _____ (M)

Body Temperature Monitoring Log

Name:

Dept:

Date:	Temperature (Degree Celsius)			Initial by Staff
	Morning Reading	Initial by Staff	Afternoon Reading	

Please keep a record of your temperature reading twice daily

- 37.5 degree celsius & above (but below 38 degree celsius): Please seek immediate medical attention
- 38 degree celsius or more, please alert Flu Manager immediately
- Please keep temperature log for the Flu Manager’s audit

Contact List

External Parties

(i) Contacts of Key Customers

Company Name	Key Contact	Contact Nos.	Fax Nos.	Email

(ii) Contacts of Key Suppliers/Vendors/Contractors

Company Name	Key Contact	Contact Nos.	Fax Nos.	Email

(iii) Others

Company Name	Key Contact	Contact Nos.	Fax Nos.	Email

Contacts of Key Personnel

Company Name	Key Contact	Contact Nos.	Fax Nos.	Email

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